

PERSONNEL BOARD
Library Trustees Room
Monday, April 28, 2014 @ 7:44 PM

Present were D. Kearns, J. King, E. Richter, S. Crown and Town Administrator, L. Sanders, T. Delaney absent

Topic	Discussion	Action
Meeting Minutes	The minutes of the 2/24/14 Personnel Board Meeting were reviewed.	S. Crown moved to accept the minutes of the 2/24/14 meeting, seconded by E. Richter, Vote: 4-0.
Old Business:	<p><u>Old Business</u></p> <p>Personnel Board Interview Requests</p> <p><u>Veterans' Agent</u> – an audit was conducted by the state, Rockport didn't get reimbursed for some benefits. M. Vieira is handling this.</p> <p><u>Accounting Support Specialist</u>: this position will be posted/advertised again.</p> <p><u>Town Accountant</u>: this position will be posted/advertised again.</p> <p><u>IT position</u>: this position will be posted/advertised again.</p> <div style="display: flex; justify-content: space-between;"> Employee Compensation Report Deferred </div> <div style="display: flex; justify-content: space-between;"> Personnel Regulations Reorganization Deferred </div> <p>Article 13 – Paid Sick Time: Time off (vacation, sick, personal, holidays, bereavement) whether the study should be limited to just time off benefits was discussed or whether it should be broader and include insurance benefits (health, STD, LTD, Life, etc.).</p> <p>When this issue was first brought forward, it was suggested that other communities</p>	

	<p>should be surveyed to compare to the current benefits offered in Rockport. Recommended communities to include in survey are: Boxford, Essex, Georgetown, Gloucester, Hamilton, Ipswich, Manchester, Rowley, Topsfield, and Wenham.</p> <p>A template will be developed and some calls to the above cities/towns will be made to gather information for the survey. It was decided that whatever information the surveyed communities are willing and comfortable providing will be gathered; inquiring into the percentage of health insurance paid by the community will be asked as well. Information will be brought to next Personnel Board meeting.</p>	<p>A template will be developed and the identified communities will be contacted to see if they are willing to participate in the survey. Any information gathered will be brought to the next Personnel Board Meeting.</p>
New Business	<p><u>New Business</u></p> <p>The Town Administrator said the Board of Selectmen are considering changing the title of the Assistant to the Town Administrator to Assistant Town Administrator. M. Vieira currently handles all procurement, and has attended training to receive Massachusetts certification in procurement, but he's not eligible because he is not an Assistant. Town Administrator. Human Resource functions in town have been split between M. Vieira and the Town Administrator. The Town Administrator said she would like the Fire Department, the Board of Health, and IT, for instance, to report directly to the Assistant. Town Administrator. The position would continue to report to Linda Sanders.</p>	<p>L. Sanders to send job description to Board members to review.</p>
Other Business		
Next Meeting	Monday, 5/19/14 at 7:30pm, Trustees Room at the Library	

S. Crown moved to adjourn, seconded by J. King, Vote: 4-0.